

**TOWN OF ENFIELD, CONNECTICUT
INVITATION TO BID**

Post-Closure Landfill Groundwater Monitoring

July 30, 2010

Sealed bids for the project named above will be received at the office of the Director of Finance until 11:00 am, Monday, August 16, 2010. Thereafter, bids will be opened in public and read aloud.

Specifications and bidding documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski Public Works Complex 40 Moody Rd., Enfield, CT 06082 at telephone number (860) 763-7599 or the Town's Website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS TO BIDDERS**

Post-Closure Landfill Groundwater Monitoring

July 30, 2010

1. INTRODUCTION

The Town of Enfield is soliciting bids for the above named project. If there are any conflicts between the instructions in these Standard Instructions to Bidders and any other bidding document(s), these Standard Instruction to Bidders shall prevail.

2. KEY EVENT DATES

Advertisement of Invitation to Bid	July 30, 2010
Public Bid Opening	11:00 am, Monday, August 16, 2010
Bid Awarded (Not Definite)	August 20, 2010
Commencement of Work	Within ten (10) calendar days of <u>Notice To Proceed</u>

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski Public Works Complex, 40 Moody Road, Enfield, CT 06082 at telephone number (860) 763-7599 or the Town's website www.enfield-ct.gov.

4. BID SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked "Post-Closure Landfill Groundwater Monitoring". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Bids must be at the office of the Director of Finance by the time of the Public Bid Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first bid is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Bid Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid.
- D. Bids are considered valid for ninety (90) days after bid(s) are opened. Bidders may not withdraw, cancel or modify their bid for a period of ninety (90) days after bid(s) are opened.
- E. Bids must be signed by an authorized person representing the legal entity of the bidder.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the bid form, or written on the bid form.

5. COST OF BIDDING DOCUMENTS

If any part of the bidding documents, including the specifications and plans, are provided on paper 18" X 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each bidder may obtain no more than two (2) sets of documents. Upon returning the documents in good condition prior to ten (10) calendar days after the bid is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the bid is awarded.

6. PRESUMPTION OF BIDDER BEING FULLY INFORMED
At the time the first bid is opened, each bidder is presumed to have read and be thoroughly familiar with all bidding and contract documents for this project, and has performed an on-site inspection of the work location. Failure or omission of the bidder to receive or examine any information shall in no way relieve any bidder from obligations with respect to their bid.
7. PRE-BID CONFERENCE
Attendance is NOT mandatory at the pre-bid conference, if any as indicated in section 2 titled Key Event Dates. Failure to attend the conference does not relieve bidders of obligations under this bid.
8. INTERPRETATION OF ACCEPTABLE WORK
The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.
9. TAX EXEMPTIONS
The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Bidders shall avail themselves of these exemptions.
10. INSURANCE
The bidder awarded this bid must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:
 - A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate.
 - B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
 - C. Contractual liability, \$1,000,000 per occurrence.
 - D. Professional liability insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided.
 - E. Worker's Compensation, as required by Connecticut State Statute.
 - F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
 - G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
 - H. All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".
11. BID BOND
Bidders are required to furnish a bid surety at the time the first bid is opened in the amount of ten (10) percent of the total amount of their bid. The bid surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".
12. PERFORMANCE BOND AND PAYMENT BOND
To ensure the faithful execution of this bid according to its provisions, the Contractor awarded this bid must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of one hundred (100) percent of the bid. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the bid.

13. **GUARANTEE (Not Applicable to this Service)**

The contractor awarded this bid shall guarantee all labor, material and workmanship for a period of one (1) year from the date of substantial completion as determined by the Town, as a condition of the performance bond. Five (5) percent of the total contract amount may be retained by the Town of Enfield for the duration of the guarantee period, or until the work is fully accepted by the Town, whichever is later.

In addition, any product warranty offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

14. **PERMITS (Not Applicable to this Service)**

The Bidder is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

15. **FAIR EMPLOYMENT PRACTICES**

The Bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bid's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by State or Federal law.

16. **STANDARD FORM OF CONTRACTUAL AGREEMENT**

The Town of Enfield will initiate as its standard form of contractual agreement whichever paragraph is checked below.

a. (☐) The Town of Enfield intends to execute the bid with the American Institute of Architects (AIA) document A101 titled, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum, 1987 edition.

b. (☒) The Town of Enfield intends to issue a purchase order(s) to the Contractor(s) for the full amount of the bid.

17. **AWARDING THE BID**

The Town of Enfield reserves the right to accept or reject, any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

It is the Town's policy to not award bids to those who owe Town of Enfield prior year(s) property taxes. The "Bid Awarded" date in section 2. titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain. The lowest priced bid is NOT the sole determining factor when awarding this bid.

END OF STANDARD INSTRUCTIONS TO BIDDERS

TOWN OF ENFIELD, CONNECTICUT BID FOR

Post-Closure Landfill Groundwater Monitoring

Technical Specifications/Additional Requirements

General Description of Work

Post-closure landfill monitoring activities at the Town of Enfield Landfill located on Town Farm Rd. in Enfield, Connecticut. The purpose of the sampling program (as defined in the 1994 The Town of Enfield Landfill Closure Plan) is:

- * To determine the long-term impact of the landfill on groundwater and surface water systems;
- * To determine any changes in leachate composition or concentration over time; and
- * To determine any change in the migratory path of the leachate over time.

Background

The Town Farm Road property comprises 174 acres and is located in the central portion of Enfield, Connecticut. The site is bound to the east by the Scantic River, and is located approximately 1000 feet north of Town Farm Road (Figure 1 USGS Locus Map). The Landfill portion of the property covers approximately 31 acres and is located within the Northwestern portion of the property. The landfill was active between 1967 and 1988 and is currently being used as the Town's recycling and Transfer Station. Previous filed activities include a 1976 hydrogeologic report written for the Connecticut DEP and the U.S. EPA, by A.W. Martin Associates, Inc. This report presented data on the Enfield Landfill hydrogeology, the possibility of designing an on-site leachate treatment system (if needed), and an investigation that included numerous test borings at the site.

Environmental Risk Limited (ERL) (was acquired by GZA in June 2006) installed eight additional monitoring wells in 2001 to further evaluate groundwater conditions at the site and completed a Supplemental Environmental Investigation Report, which provided the results of monitoring well installation and groundwater sampling activities. ERL completed Supplemental Environmental Investigation in February 2002 and completed quarterly groundwater sampling events in 2003, 2004 and the last sampling event was March 2006. Historical data has indicated elevated levels of volatile organic compounds, leachate indicator parameters and metals in several groundwater samples collected.

Scope of Work

Measurement of Groundwater Levels

The selected Contractor will record groundwater level measurements from all 20 monitoring wells (18 on-site and 2 off-site site monitoring wells). The contractor will record depth to groundwater from common surveyed referenced point at each well. The depth to groundwater will be subtracted from the reference elevation to establish the groundwater elevations. This data will be used to develop seasonal groundwater contour maps on a quarterly basis. The two off-site wells are referred to as TF-1 and TF-2.

Groundwater Sample Collection and Analysis

Groundwater samples will be collected from 11 monitoring wells specifically the eight included in the original Landfill Closure Plan (MW-2, MW-5, MW-9, MW-102, MW-103, MW-106, MW-107, and MW-108) And the three recommended wells (MW-6, MW-208, and MW-211) to further delineate groundwater contamination. The monitoring wells will be purged and sampled using either peristaltic pump or Waterra lift pump fitted with new disposable silicon and polyethylene tubing in accordance with the low flow sampling procedures as outlined in the CTDEP Draft Site Characterization Guidance document (June 2006) and standard engineering practices.

Samples for dissolved metals analyses will be sent to a State certified laboratory in unpreserved containers and filtered at the laboratory, prior to analysis. Glassware will be provided by a State certified laboratory. To ensure quality control, a field duplicate and a trip blank will be analyzed along with samples collected. All samples will be transported to the same State certified laboratory in a cooler with ice that will be accompanied by a Chain-of-Custody. All samples analyses will be completed on a normal turn-around basis, typically ten working days. Samples will be collected and analyzed in accordance with the Monitoring Parameters, from the 1994 Town of Enfield Landfill Closure Plan.

Surface Water Sample Collection and Analysis

Surface water samples will be taken at locations SW-1 AND SW-2 as defined in the Closure Plan. Field parameters will be measured at each location with a Horiba U-22 (or equivalent). Documentation of the field monitoring activities will be included in each quarterly report in the form of a "Surface Water Data Sheet". Surface water samples will be analyzed for the parameters listed in Section 3. Glassware will be provided and pre-preserved by a State certified laboratory. All samples will be transported to the same State certified laboratory in a cooler with ice that will be accompanied by a Chain-of-Custody. All Sample analyses will be completed on a normal turn-around basis, typically ten working days.

Health and Safety

The selected Contractor will test for methane gas prior to any sampling activity at all well sites.

Duration of Contract

This is a one (1) year contract that may be extended for up to two (2) additional one (1) year periods at the contracted rate if mutually agreed to by the vendor and the Town. The total contract period shall not exceed thirty-six months.

David Tuttle, Assistant Director of Public Works, will serve as service coordinator. Mr. Tuttle may be contacted at the Public Works Complex, 40 Moody Rd., Enfield, CT or by telephone at (860) 763-7524.

Parameters to be Monitored

PARAMETERS to be Monitored	Monitor Wells	Surface Waters
<u>TOC</u>		
Total Dissolved Solids (TDS)	X	X
Total Suspended Solids (TSS)	X	X
Alkalinity	X	X
BOD-20	X	X
COD		X
Hardness(asCaCO ₃)		X
Total Iron	X	X
Total Manganese (Dissolved)	X	X
Ammonia (as Nitrogen)	X	X
Nitrate (as Sodium)	X	X
Chloride	X	X
Sodium	X	X
Volatile Organic Compounds (Methods 8010 and 8020)	X	
ph	X	X
Specific Conductance	X	X
Temperature	X	X

1. Ph, Specific Conductivity and Temperature are measured at the sampling locations MW-6, MW-208, and MW-211.
2. Monitoring Wells MW-2, MW-5, MW-9, MW-102, MW-103, MW-106, MW-107 and MW-108 will be sampled quarterly.
3. Water levels will be taken at all on site wells each quarter. Water levels will also be taken at the off site wells TF-1 and TF-2.
4. Surface Water Locations SW-1 and SW-2 will be sampled quarterly.

**TOWN OF ENFIELD, CONNECTICUT
BID FORM**

Post-Closure landfill Groundwater Monitoring

Item # 1

Measurement of Groundwater levels, Development of Groundwater Contour and Maps,
Groundwater sample collections and Analysis

\$_____ / Quarterly Collection x 4= \$_____ Annual Cost

Item # 1A

Surface Water Sample Collection and Analysis

\$_____ / Quarterly Collection x 4= \$_____ Annual Cost

Item # 2

Compilation of Quarterly Sampling results in report form, including submission to
CTDEP

\$_____ / Quarterly Report x 4= \$_____ Annual Cost

Item # 3

Compilation of Quarterly Sampling into Annual Report Form, including submission to
CTDEP.

\$_____ / Annual Report \$_____ Lump Sum Cost

Total Annual Cost for Items 1-3: \$_____

Town of Enfield, Connecticut
Post-Closure Landfill Groundwater Monitoring

[BID FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this bid is submitted without collusion and all responses are true and accurate. If awarded this bid it is agreed this forms a contractual obligation to provide services at fees specified in this Bid Form, subject to and in accordance with all instructions, bidding and contract documents, including any addenda, which are all made part of this bid.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

END OF BID FORM